

Strategic Plan FY 2002-2004
Activity Purpose and Measures:

Program		Management Services	
Activity		Records Management Services	
Activity Purpose Statement		The purpose of the Records Management Services Activity is to provide records management services for the department so it can obtain timely and accurate information and records..	
Services that Comprise the Activity		Retention schedules Archive files Retention guideline recommendations Disposal files Access services	
Activity Performance Measures (Measure & Target)		<u>Results:</u> % of files or records available when needed	<u>Demand:</u> # of anticipated records accessed
		<u>Output(s):</u> # of cubic feet of records archived # of retention schedules	<u>Efficiency:</u> Cost per record accessed Cost per cubic foot of archived records
Responsible Employee(s)		Brenda Perkins	